

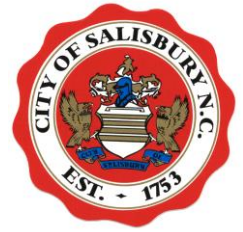
# THE CITY OF SALISBURY

HUMAN RESOURCES DEPARTMENT

132 North Main Street, 2<sup>nd</sup> Floor

P. O. Box 479

Salisbury, NC 28144



## EMPLOYMENT OPPORTUNITIES

### Human Resources Analyst

*Your Career, Your Community*

The City of Salisbury is seeking candidates who are self-motivated, comfortable in a fast paced environment, and willing to deliver friendly, courteous and prompt customer service. The successful candidate will be able to multi-task, handle confidential matters with appropriate discretion, exercise independent judgment, work cooperatively with other team members and demonstrate the ability to motivate and lead. This position will lead in the administration of benefits and assist as a liaison in assigned departments with recruitment & selection, citywide training, records management and Citywide projects. Join the City of Salisbury for a rich benefit plan and the opportunity to work with a team that aims to exemplify the City's values by showing purpose, passion and priority.

#### Minimum Requirements:

- Bachelor's degree in Business Administration, Human Resources Management, Public Administration or related field and considerable HR experience or equivalent combination of education and experience
- Valid NC Driver's License
- Strong communication skills
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher and Access

#### Preferred skills:

- Minimum of 3-5 years of experience in Human Resources or administering benefits
- Experience with MUNIS HRIS system

**Closing Date: April 10, 2018**

*First Review of Applications: March 27, 2018*

**Pay range: \$41,599.29 - \$54,079.07 DOE**

**Please apply online at [www.salisburync.gov/hr](http://www.salisburync.gov/hr)**

For questions please call/visit:

City of Salisbury Human Resources Department, City Office Building, 132 North Main Street, 2<sup>nd</sup> Floor

Phone: (704) 638-5217

The City of Salisbury prohibits discrimination on the basis of race, color, national origin, sex, veteran status, sexual orientation, religion, age or disability in employment or the provision of services.

The City of Salisbury is a Drug Free Workplace